

# APPLICATION FOR SPECIAL PARADE PERMIT

Cincinnati Police Department  
Event Planning Unit  
310 Ezzard Charles Drive, Cincinnati, Ohio 45214  
(513) 352-4569  
[www.cincinnati-oh.gov/police/](http://www.cincinnati-oh.gov/police/)

TO BE COMPLETED IN DUPLICATE AND RETURNED 30 DAYS PRIOR TO THE EVENT. IF VEHICLES OR ANIMALS ARE INCLUDED IN THE PARADE A CERTIFICATE OF INSURANCE, WITH THE CITY OF CINCINNATI AS A NAMED OR ADDITIONAL INSURED MUST ACCOMPANY THIS APPLICATION. A COPY OF THIS APPROVED PERMIT MUST BE ON HAND FOR INSPECTION BY CITY OFFICIALS AT THE STARTING TIME OF THE PARADE/RACE.

TO THE CHIEF OF POLICE

I (we) hereby apply for a special parade permit as provided by Cincinnati Municipal Code, Section 510-3.

**NAME OF SPONSOR:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

CONTACT PERSON(S) AUTHORIZED TO REPRESENT THIS PERMIT ON ALL MATTERS:

**NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_ **TIME OF EVENT:** \_\_\_\_\_ **to** \_\_\_\_\_

**RAIN DATE:** \_\_\_\_\_ **STAGING AREA:** \_\_\_\_\_

**PROPOSED ROUTE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PARADE/RACE ROUTE WILL UTILIZE SIDEWALKS ONLY: YES \_\_\_\_\_ NO \_\_\_\_\_

NATURE OF EVENT: \_\_\_\_\_

\_\_\_\_\_

ESTIMATED NUMBER: **PEDESTRIANS** \_\_\_\_\_ **VEHICLES** \_\_\_\_\_ **ANIMALS** \_\_\_\_\_ **FLOATS** \_\_\_\_\_  
(Non Standard Vehicles, Floats, & Animals- list all information below)

Non Standard Vehicles & Floats Info: (List size, weight, description, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Conditions of This Permit

1. The permit holder shall be responsible for notifying all residents whose sole route for ingress and egress from their residences is affected by the street closures associated with the event.
2. The permit holder shall be responsible for the cost of any barricades, cones, bike racks, or other traffic control devices deemed necessary by the Police Department for effective traffic control during the event.
3. The laws of the City of Cincinnati and State of Ohio must be observed, including but not limited to litter, noise, liquor, and conduct. Special attention should be paid to restrictions during parades outlined in Section 510-3 of the Cincinnati Municipal Code.
4. The City of Cincinnati will be held harmless from any claim for damage that might arise by reason of the issuance of this permit.
5. This permit is valid for the above date(s) and time(s) only. A copy of the permit must be in the applicant's possession at the time of the event.

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Signature of Applicant/Authorized Person

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Date Submitted

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### REVIEW BY THE RISK MANAGER

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Policy Number

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Date of Insurance

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Name of Insurance Company

I have reviewed the submitted Certificate of Insurance and find that it:

1. Lists the sponsoring group, association, or organization and the **City of Cincinnati As A Named or Additional Insured.**
2. Provides liability insurance in the amount of \$500,000 against all hazards arising from the holding of the parade.

I have reviewed the insurance and hereby **APPROVE** \_\_\_\_\_ **DISAPPROVE** \_\_\_\_\_

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Risk Manager

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## PERMIT

In accordance with the provision of Section 510-3 CMC, we have reviewed this application and hereby GRANT ( ) DENY ( ) the issuance of the permit in accordance with the above information and Cincinnati Municipal Code.

PERMIT IS APPROVED CONTINGENT UPON HIRING \_\_\_\_\_ POLICE OFFICERS AND \_\_\_\_\_ POLICE SUPERVISORS FOR THE PARADE/RACE DETAIL.

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POLICE DEPARTMENT SUPERVISOR

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DATE

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CHIEF OF POLICE

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DATE